



STAFF REPORT

AGENDA NO:

MEETING DATE: November 4, 2024

To: Honorable Mayor and City Council

Date: November 4, 2024

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Martin Quan, Senior Civil Engineer – (650) 558-7230**

Subject: Adoption of Resolutions Approving Professional Services Agreements with CSG Consultants, Inc., and Ghirardelli Associates for Construction Management and Inspection Services for Private Development Projects in the Amount of \$1,000,000 for Each Firm

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolutions approving professional services agreements with CSG Consultants, Inc. and Ghirardelli Associates for construction management and inspection services for private development projects for a not to exceed amount of \$1,000,000 for each firm and authorizing the City Manager to execute the agreements.

BACKGROUND

Private development projects are complex and larger in scale with multi-year construction schedules. Staff has been utilizing professional construction management services since 2018 to assist staff to manage heavy construction activities, conduct daily inspections, review and monitor traffic control implementations, address public complaints, and respond to contractor/designer requests for information.

The additional staffing demand placed by these large-scale private development projects has been best facilitated with consultant services without adding full time permanent staff.

CSG Consultants, Inc., is currently in contract with the City for construction management and inspection services for private development projects. The contract will reach its budget limit and terminate at the end of December 2024. A new professional services agreement is needed to allow CSG Consultants, Inc., to continue providing these necessary services for ongoing construction projects without disruption.

Since 2018, CSG Consultants Inc. has been overseeing all large-scale private development projects. There have been periods where the firm was short-staffed and required City personnel to backfill. With an increasing number of large-scale private development projects under construction and planned construction projects, staff wishes to create redundancy by entering into an agreement with Ghirardelli Associates to assist with some of the private development projects.

There are nine active large-scale private development projects that are in construction and six that will commence construction within the year. Each private development project will have a dedicated pass-through inspection services account. The amount is based off of the estimated construction schedule and average number of inspections per week. The inspection services are needed for the following projects:

Under Construction

- 1 Adrian Court (265-unit mixed-use residential)
- 567 Airport Boulevard (8-story office/research building)
- 1875 California Drive (69-unit 100% below market rate residential building)
- 1699 Old Bayshore Highway (7-story and 8-story office/research building)
- 1766 El Camino Real (7-story, mixed use with 60 residential units)
- 1433 Floribunda Avenue (4-story, 8-unit condominium development)
- 1855 to 1881 Rollins Road (420-unit residential)
- 1221-1251 Whitehorn Way (commercial space)
- 258 Anza Boulevard (Topgolf)

Commencing (within a year)

- 30 Ingold Road (298-unit mixed-use residential)
- 620 Airport Boulevard (two 9-story office/research buildings)
- 777 Airport Boulevard (13-story office/research building)
- 1499 Old Bayshore Highway (8-story lab/office building)
- 1200 to 1340 Old Bayshore Highway (three 11-story office/life science buildings)
- Town Square Project

Approved Projects

- 601 California Drive (5-story, 25-unit live/work development)
- 619-625 California Drive (5-story, 44-unit live/work development)
- 1431 El Camino Real (3-story, 6-unit condominium development)
- 1457 El Camino Real (4-story, 9-unit condominium development)
- 1870-1876 El Camino Real (169-unit residential development)
- 556 El Camino Real (5-story, 21-unit condominium development)
- 1814-1820 Ogden (6-story, 90-unit condominium development)
- 1868-1870 Ogden (120-unit residential development)
- 21 Park Road (3-story, 7-unit condominium development)

DISCUSSION

A Request for Qualifications (RFQ) was issued to various construction management and inspection firms on July 26, 2024. Two firms responded to the RFQ, CSG Consultants, Inc., and Ghirardelli Associates. Staff reviewed both proposals and wishes to enter into a professional services agreement with both firms to handle the existing and future construction oversight for private development projects.

CSG Consultants has been instrumental in managing the construction of these private development projects and has allocated well-experienced and knowledgeable personnel. Staff is satisfied with their services and wishes to continue to use CSG Consultants, Inc., for construction management and inspection services for current and future private development projects.

Ghirardelli Associates will provide the additional resources that staff needs to provide adequate coverage to meet the construction demands for all private development projects. Ghirardelli Associates' proposal allocates personnel that have worked with City staff and are familiar with Burlingame standards.

Staff has negotiated the following scope of professional services with CSG Consultants and Ghirardelli Associates, which will be billed based off their fee schedule. The scope of work includes:

- Attend pre-construction meetings between the City and contractor developers.
- Review and advise the City on contractor's overall and weekly construction schedule.
- Perform as-needed construction inspection and material testing services for all off-site improvements for the projects.
- Represent the City as a point of contact to address community concerns.
- Verify all project conditions of approval and regulatory permits have been satisfied.
- Attend weekly construction progress meetings, perform necessary field engineering work, and perform independent quality assurance assessments.
- Review and respond to requests for information and requests for changes by the developers.
- Obtain all warranty documents and project close-out documents for the public improvements.

FISCAL IMPACT

Funding for these services will be reimbursed by the developer through a pass-through account set up by the Finance Department for each project. The two-year agreements, from January 1, 2025, to December 31, 2026, will each have a not-to-exceed budget amount of \$1,000,000.

Exhibits:

- Resolution for CSG Consultants, Inc.
- Resolution for Ghirardelli Associates
- Professional Services Agreement for CSG Consultants, Inc.
- Professional Services Agreement for Ghirardelli Associates